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## TEMPORARY FOOD LICENSE PACKET-Food Safety Program

### TEMPORARY FOOD OPERATIONS REQUIREMENTS

Ohio Revised Code defines a temporary Retail Food Establishment (RFE) or temporary Food Service Operation (FSO) as a facility that is operated at an event for not more than five consecutive days. An RFE sells foods that require further preparation, such as frozen meats or are meant for division among several people, such as a whole pizza. An FSO sells foods that are ready for immediate consumption by an individual. Restaurants are typically FSO's while grocery stores are typically RFE's.

A Temporary Food License is only valid:

- For a single event
- In one location
- For a period of no longer than five consecutive days

A temporary license is not renewable and may not be transferred. Not more than ten temporary retail food establishment/temporary retail food service operation licenses will be issued per licensing period to the same person or government entity to operate at different events within Meigs County.

When a licensed retail food establishment or licensed food service operation leaves their facility and operates at another location they **must** obtain a temporary food service operation license in the health district where the operation will be conducted.

#### COST OF LICENSE

The temporary license fees at the Meigs County Health Department are charged per event. **A commercial license is \$60.00 and a license for non-commercial food operation is \$30.00.** "Non-commercial food operation" means a food operation as described in Chapter 3717. of the Revised Code, conducted by any of the following: an agency of the government, a church, school, non-profit youth group whose membership consists primarily of persons aged eighteen or younger, or an organization which is described in subsection 501(c)(3) and are tax exempt under subsection 501(a) of the Internal Revenue Code.

#### GENERAL INFORMATION

You must follow all the rules and procedures that pertain to food safety from the Ohio Uniform Food Safety Code 3717. Each operator must provide a safe and sanitary operation. The Temporary Food License Questionnaire will help you meet this requirement. Reading the Review of Food Safety Rules is also necessary for the person in charge (PIC). A person in charge (PIC) with applicable knowledge of food safety needs to be present during all hours of operation.

When your plan is approved, a sanitarian will come on the first day of the event, perform a pre-license inspection of the facility, including quizzing PIC knowledge, and give you the license once any necessary corrections are made. The license must be displayed in a conspicuous and public manner in your operation during the event.

**Foods sold with a temporary food license must be prepared at the licensed location.** Foods may not be prepared at a private residence for sale at the licensed location. The only exception to this is for approved Cottage Foods, which are typically bake sale type, non-TCS foods. A complete list of approved cottage foods and the associated labeling requirements will be provided upon request.

**If you have any questions, please contact the Food Safety Program at 740-992-6626.**



**TEMPORARY FOOD LICENSE PACKET-Food Safety Program**

**TEMPORARY FOOD LICENSE QUESTIONNAIRE**

Complete and return with the signed application.

List the equipment you will use to keep foods hot? (135°F or Above)	List the equipment you will use to keep foods cold? (41°F or Below)	List other equipment and utensils you will use.	Where will you purchase foods/ ingredients?  (Must be approved sources)

Describe your Handwashing facility. (Must include hot water, soap, and papertowels)

Describe your dish washing equipment. (Must include 3 comp sink, detergent, hot water, and sanitizer)

Describe *any* support facilities. (box truck, trailer, chest freezer, water supply, electric, gray water, etc.)

Diagram the layout of your operation below. (Show all equipment, counters, entrances/exits, etc.)

**Application for a License to Conduct a Temporary:** (check only one)

**Instruction:**

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **Meigs County Health Department**
4. Return check and signed application to: **Meigs County General Health District**

- Food Service Operation**  
 **Retail Food Establishment**

**112 East Memorial Drive  
Pomeroy, OH 45769**

Before the license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of Temporary food facility:			
Location of event:			
Address of event			
City	State	Zip	Email
Start date: / /	End date: / /	Operation time(s):	
Name of license holder:			Phone number:
Address of License holder			
City	State	Zip	Email
List all foods being served/sold			
_____			
_____			
_____			

<i>I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:</i>	
Signature	Date

**Licensors to complete below**

Valid date(s):	License fee:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.